



Legal Secretary

Workers Compensation Division

Job Announcement Code: 14-03668

[Printable Job Announcement](#)

Deadline

September 1, 2014

Salary Information

Starting salary is \$34,802 per year, plus excellent benefits. This classification is in pay schedule 02, range 12. A six-month probationary period is required.

Introduction

The Department of Workforce Development is currently recruiting a highly skilled Legal Secretary in the Milwaukee Hearings Office of the Division of Workers Compensation. This position is located at 819 N. 6th Street in Milwaukee, Wisconsin.

Job Duties

Under general supervision, using office procedures, policies and practices, performs program support duties and clerical functions in the Milwaukee Workers Compensation Hearings Office. This position maintains litigated files, monitors and reviews incoming correspondence relating to claims, provides information in person and by telephone to the public, provides technical support to the Milwaukee Hearings Office Administrative Law Judges. These duties are performed using a complex computer system. This position reports to the Milwaukee Hearings Office Supervisor.

Special Notes

Ability to communicate effectively with Spanish-speaking clients a plus, but not required.

In addition to completing the on-line exam (see instructions below), applicants will need to take and pass a Typing Test. To schedule an appointment to take this performance test, please call your nearest Wisconsin Job Center. To locate a Job Center, visit <http://www.wisconsinjobcenter.org/directory/> or call toll free: 1-888-258-9966. The Typing Test should be completed prior to the application deadline date. Applicants who are invited to participate in an employment interview will be asked to bring a copy of their typing test results.

Required Knowledge, Skills and Abilities

Knowledge of legal terminology, forms and documents; knowledge of legal practices and procedures; ability to use a personal computer in a business setting; organizational skills; interpersonal skills; ability to interact effectively with all levels of the organization; oral and written communications skills; skills in proofreading orders, letters, and synopses to ensure accuracy; knowledge of business English composition, spelling and grammar; ability to use a personal computer in a business setting; knowledge of receptionist duties; ability to prepare documents and files for mailings; ability to apply language skills accurately while keyboarding and transcribing; ability to interpret handwritten documents to be typed on a computer; ability to type 55-60 words per minute; transcription skills of dictation via cassette tape and/or digital equipment.

Background Check

Due to the nature of this position, a criminal background check may be conducted prior to making an offer of employment.

How to Apply

You are required to apply and take an examination online. The exam is available at [WiscJobs](#). Before you begin the on-line exam process, please use the "Preview Exam" feature to determine if you are interested in and qualified for this position.

Questions regarding the examination can be directed to Lisa Buske at (608) 266-9310 or LKBJobs@dwd.wi.gov.

Application/examination materials must be completed and finalized on-line by the deadline date. The application materials you submit are considered to be an examination. The materials will be evaluated and scored by a panel of experts, and the most qualified applicants will be invited to participate in the next stage of the recruitment process.

All applicants, including those eligible for transfer, demotion or reinstatements, will be required to participate in the application/exam process described above.